

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AF INSTRUCTION 36-2406

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

1 MARCH 2001

Personnel

OFFICER AND ENLISTED EVALUATION SYSTEMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-2406, 1 July 2000, is supplemented as follows:

This publication does not apply to Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This revision makes the use of a memorandum or AETC Form 516 optional when AETC/CV is the additional rater on officer performance reports (OPRs) (paragraph 3.2.3.2) and adds an annual training report requirement for students attending joint undergraduate navigator training (JUNT) (paragraph 5.2.1.3). A ★ indicates revision from the previous edition.

★3.1.3.1.1. The AETC Vice Commander (AETC/CV) is the reviewer for lieutenant colonels and above at staff agencies with a colonel as director or chief of special staff (CSS). The rater may use a memorandum or AETC Form 516, **OPR/PRF Routing Transmittal**, to facilitate officer performance report (OPR) processing and communication between the rater or additional rater and AETC/CV. (Attachment 3 [Added][AETC] contains a sample of AETC Form 516.)

3.2.5.9. (Added)(AETC) Appoints a unit OPR/enlisted performance report (EPR) monitor and an education/training report (TR) monitor in writing. Sends a copy of the appointment memorandum to the military personnel flight's (MPF) career enhancement element, which maintains a current file of unit monitors.

3.2.7.6. (Added)(AETC) Conduct quarterly OPR/EPR and TR monitor meetings and publish minutes of the meeting.

3.8.4.2.3. (Added)(AETC) If the OPR reviewer is a HQ AETC director or CSS and the ratee's servicing MPF is other than Randolph AFB, the director will send the original and a copy of the OPR to HQ AETC/DPPAE2 and a copy of the OPR to the ratee's servicing MPF to expedite processing.

3.8.4.2.4. (Added)(AETC) Place OPRs on officers to be considered by an AETC management level review (MLR) or central selection board (CSB) on a separate transmittal (that is, AF Form 330, **Records Transmittal/Request**). Annotate "Expedite for CY () Board" on both the transmittal and envelope to expedite processing.

3.8.5. OPRs requiring AETC/CV review are due to HQ AETC/DPPAE2 no later than 40 calendar days after the OPR's closeout date.

Table 3.1, Line 23. Reaccomplished OPRs should reflect the date the evaluators actually re-signed the report.

★6.2.1.3. Students assigned to joint undergraduate navigator training (JUNT) will receive an annual TR 1 year from the date they begin aviation preflight indoctrination (API). They will receive a final TR on completion of training and/or receiving their wings (unless the course completion date is within 4 months of the annual training report).

Table 6.1, Line 8. Final TRs that combine multicourse completions into a single TR must include the total length of all courses.

Table 6.1, Line 11. TRs that combine multicourse completions into a single TR must list all courses and their respective lengths; for example, Fundamentals of Intelligence Officers course (9 weeks), Intelligence Application Officer course (18 weeks).

Table 6.1, Line 15. For students who are distinguished graduates (DG) of courses combined into a single TR, list the course and the DG criteria and check the "Yes" block.

Table 6.1, Line 16. For students who are DG of courses combined into a single TR, list the course and the DG criteria and check the "Yes" block.

Table 6.1, Line 17. Do not refer to class standing or percentile relationships on undergraduate pilot training (UPT) or specialized undergraduate navigator training (SUNT) TRs. (This does not prevent references for DGs.) You may refer to class standing or percentile relationships on TRs initiated at training wings, but ensure only positive references. (For this purpose, "positive" refers to the upper half [or 50 percentile] of a particular course.)

Table 6.1, Line 18. The squadron commander will sign TRs on all UPT and SUNT students.

8.2.3.1. AETC/CV is the senior rater for lieutenant colonels and above at staff agencies with a colonel as director or CSS. To facilitate promotion recommendation form (PRF) processing and ensure the director's or CSS's review, use AETC Form 516 (Attachment 3 [Added][AETC]).

Table 8.1, Line 12. See Note 10 (Added) (AETC) for below-the-promotion zone (BPZ) aggregate and carryover consideration and for PRFs on lieutenant colonels and above at staff agencies with a colonel as director or CSS.

Table 8.1, Note 10. (Added)(AETC) Use AETC Form 516 when sending BPZ PRFs to the AETC/CV for aggregate or carryover consideration. Use AETC Form 516 for all in-the-promotion zone (IPZ), above-the-promotion zone (APZ), and BPZ PRFs on lieutenant colonels and above at staff agencies with a colonel as director or CSS.

8.7. AETC Form 516, **OPR/PRF Routing Transmittal**.

8.8. (Added)(AETC) **Adopted Forms**. AF Form 330, **Records Transmittal/Request**.

GARRY D. CARTER
Deputy Director of Personnel

1 Attachment (Added)(AETC)

3. Sample AETC Forms 516, OPR/PRF Routing Transmittal (Sample)

Attachment 3 (Added)(AETC)

SAMPLE AETC FORMS 516, OPR/PRF ROUTING TRANSMITTAL

OPR/PRF ROUTING TRANSMITTAL <i>(Those requiring AETC/CV review/signature)</i>		<input checked="" type="checkbox"/> OFFICER PERFORMANCE REPORT		PERIOD OF REPORT <i>(From/Through)</i> 2 Apr 99 - 1 Apr 00
		<input type="checkbox"/> PROMOTION RECOMMENDATION		
<i>This form contains personal information protected by the Privacy Act of 1974. This form should be safeguarded from unauthorized disclosure and disposed of accordingly. AFI 33-332, Air Force Privacy Act Program, applies.</i>				
NAME <i>(Last, First, Middle Initial)</i>		GRADE	SSN	
DOE, JANE C.		Lt Col	123-45-6789	
FROM (Senior Rater's organization and office symbol)	THROUGH		TO	
	HQ AETC/DPPAE2		AETC/CV	
COMMENTS For OPR: Include additional comments as to why the AETC/CV should concur with this OPR.				
DATE		SIGNATURE		

AETC FORM 516, 19960401 (EF-V2)

PREVIOUS EDITIONS ARE OBSOLETE.

OPR/PRF ROUTING TRANSMITTAL <i>(Those requiring AETC/CV review/signature)</i>		<input type="checkbox"/> OFFICER PERFORMANCE REPORT		PERIOD OF REPORT <i>(From/Through)</i>
		<input checked="" type="checkbox"/> PROMOTION RECOMMENDATION		
<i>This form contains personal information protected by the Privacy Act of 1974. This form should be safeguarded from unauthorized disclosure and disposed of accordingly. AFI 33-332, Air Force Privacy Act Program, applies.</i>				
NAME <i>(Last, First, Middle Initial)</i>		GRADE	SSN	
DOE, JOHN E.		Major	123-45-6789	
FROM (Senior Rater's organization and office symbol)	THROUGH		TO	
	HQ AETC/DPPAE1		AETC/CV	
COMMENTS For PRFs: Include additional comments as to why the individual should be awarded a "definitely promote," "promote," or "do not promote this board" recommendation. Provide promotion recommendation nomination with justification to include rank-ordering (1 of 3, 2 or 3, etc.) by competitive category. Keep IPZ and APZ rank-ordering separate from BPZ.				
DATE		SIGNATURE		

AETC FORM 516, 19960401 (EF-V2)

PREVIOUS EDITIONS ARE OBSOLETE.